



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

5 June 2006

MEMORANDUM FOR NATIONAL BOARD

FROM: HQ CAP/CC

SUBJECT: Online Operations Security (OPSEC) Training

1. I am very pleased to announce another initiative which will help position CAP for more Homeland Security responsibilities. One of the key aspects of our mission preparedness will be training. Specifically we need to educate our members about how to handle sensitive information concerning our missions, our capabilities and our partner agencies. For this purpose our staff has developed an OPSEC training program tailored to CAP. I've reviewed the program and I think you and your members will find it both entertaining and informative. It will help all of us be more thoughtful about dealing with sensitive information.
2. This training is mandatory for all CAP senior members. It is an on-line course which members can access at <https://tests.cap.af.mil/opsec>. This is a secure website and the initial screen will ask some questions to verify your identity. Starting on 1 Oct 06, this training will become part of the new Level 1 training course.
3. The training takes most people less than 20 minutes and concludes with an opportunity to agree to protect sensitive information. This is called a "Non Disclosure Agreement" (NDA) and each member's agreement will be recorded electronically in their membership records. This NDA will be required before a member can access sensitive information or participate in certain missions. In the near future, commanders, mission managers and communications officers will be able to verify on-line which members have the NDA in their records before those members are granted sensitive access.
4. This new program will allow us to validate to our partner agencies that the members we entrust with sensitive information have the necessary training and have agreed to protect that information. Please give this widest dissemination and encourage your members to take the training at the earliest opportunity.

A handwritten signature in cursive script, reading "Antonio J. Pineda", is positioned above the printed name.

ANTONIO J. PINEDA
Major General, CAP
Commander

cc:
HQ CAP/EX/XP/MD/DO/GC/IT/LG/EXI/NOC
CAP Operations Committee
CAP Security and Communications Advisors
Region and Wing DO, ES, and DC
HQ CAP-USAF/CC/CV/XO/IG/JA
CAP-USAF LR/CCs
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